

FIRE CAPTAIN

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Drive and operate fire department vehicles and equipment, and generally direct the activities of a fire company; perform fire prevention work; train and drill other employees in standardized methods of fire fighting, use of equipment, fire prevention, and first aid; and related work as required.

DISTINGUISHING FEATURES OF THE CLASS

Employees of this class perform generally all phases of work attached to the class, provided, however, any one or more of the phases or general duties may be assigned for specialized performance to any of the various employees of the class. Each phase of work carries with it, its own individual responsibilities and personal hazards. The work involves both supervisory and non-supervisory duties and is performed under the general supervision of a superior office. This class ranks immediately below Assistant Fire Chief. Persons in this class must successfully pass departmental progress tests before being confirmed as a regular and permanent employee in this class.

EXAMPLES OF WORK

(Illustrative only)

Respond to all fire alarms or emergency calls assigned to his company, drive fire machine to fire, size up fire and lay hose lines when necessary;

Operate fire pump at fires, when pumping operations are required, otherwise direct and assist in work subordinates;

Supervise and assist in the work of subordinate employees at the stations, as required;

Inspect property at scene of fire to prevent re-ignition;

Inspect apparatus and equipment, grounds, and station to insure proper order and condition and that fire apparatus is at all times, ready for instant use;

Perform minor clerical work, such as making reports on fires, personnel, activities of company, and the preparation of requisitions for supplies, etc.;

Inspects public buildings, business houses, hospitals, schools, and places of public gatherings under the special direction of the Chief for the purpose of detecting fire hazards or conditions which are otherwise hazardous to life or property; make fire prevention talks to school children and other civilian groups;

Prepare and conduct employee training courses, using lectures, practical performance, demonstration, and test methods of teaching.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Good knowledge of fire department apparatus, tools, and equipment and their proper uses;

Good knowledge of modern principles and methods of fire fighting and fire prevention work, and the fundamentals of first aid;

Ability to size up fires, recognize danger, and to take immediate action necessary for the protection of life and property;

Good knowledge of the location of the streets, principal buildings, fire hydrants, and alarm boxes in the locality;

Ability to inspect buildings, recognize and determine fire or other hazardous conditions; and, to make written and oral reports of such conditions, and recommendations for their correction;

Ability to prepare and effectively conduct special courses in employee training for employees of equal or subordinate classes in the department;

Ability and willingness to impart knowledges, and experiences to others;

Ability and willingness to lay out work for subordinates, and to effectively direct and supervise their performances;

Ability and willingness to understand and effectively carry out written and oral instructions;

Ability and willingness to learn and keep informed on new methods of work;

Ability and willingness to get along with others.

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS

Must be a regular and permanent employee in good standing in the CLASS OF DRIVER, as adopted by this Board;

Must be at least twenty-one (21) years of age;

Must successfully pass medical examination assuring good health and physical abilities sufficient, in the opinion of the Board, to indicate satisfactory performance of required work, before appointment from employment list.

Must successfully pass civil service test, testing aptitude for beginning work in this class.